COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements policy guidance in AFPD 13-1, *Command and Control Enterprise (C2E)*. This document establishes the HQ AETC/A3 Battle Management Training Program which provides the criteria and procedures to conduct the operations training program for all AETC battle management systems. It applies to all personnel, commanders, operations supervisors, and instructors performing battle management duties at AETC units. Throughout this instruction Air Force specialty code (AFSC) 13B refers to Air Battle Managers (ABM) performing Air Weapons Officer (AWO) functions, and AFSC 1C5X1D refers to Weapons Directors (WD). All guidance found in this instruction applies to 1C5XX personnel performing the duties of Weapons Technician (WT), Surveillance Technician (ST), Electronic Protection Technician (EPT), and Interface Control Technician (ICT).

Only unit supplements may amplify guidance to this document, Operations Instructions are not permitted. If the unit has a supplement to this instruction, duties and responsibilities will be specified in that document. Each unit will coordinate its supplement with HQ AETC/A3V before publication and forward one copy to HQ AETC/A3V after publication. This instruction applies to the ANG units gained to AETC. Each ANG unit will coordinate its supplement with NGB/A3Y before publication and forward one copy to HQ AETC/A3V and NGB/A3Y after publication. This instruction does not apply to Air Force Reserve Command units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication,* through standardization and evaluation (Stan/Eval) channels, to HQ AETC/A3V. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP].* Refer to that publication for guidance on filling out the form.) See Attachment 1 for a glossary of references and supporting information. References to forms within this instruction also equate to electronic products when authorized.

For 173 OSS/C2 purposes, references to squadron commander will be fulfilled by 173 OSS/CC; references to director of operations (DO) will be fulfilled by 173 OSS/OSO. For 173 OSS, references to operations group will be AETC/A3V. All OG/OGV requirements applicable to 337 ACS will be performed by 33 OLB/OGV. Point of contact for guidance about information contained in this publication is Mr. Joe Land, HQ AETC/A3V.

SUMMARY OF CHANGES

This publication is substantially revised and must be reviewed in its entirety. Major changes include incorporation of the 607 ACS and adds Surveillance Technicians, Electronic Protection Technician, Interface Control Technician applicability throughout; removes AF Form 4143 as alternative to the AF Form 8 (paragraph 1.2.1.2.2.); addresses transfer procedures (paragraph 1.4.2.); identifies 607 ACS unique MQF requirements (paragraph 2.3.2.2.1); identifies that a separate AF Form 4142 must be maintained for each duty position an individual is qualified for (paragraph 2.4); changes aerial refueling status from a qualification to a certification (paragraph 2.5); adds Annual Mission Training Requirements for the 607 ACS personnel (Table 3.2 and Table 3.3); Changes ABM airmanship requirement to no more than 60 days between sorties (Table 3.4); adds 60 day currency requirements for CRC qualified personnel (Table 3.5); expands guidance for individuals who do not meet lookback or 60 day currency (paragraph 3.2.2.2.2); changes academic certification status to a qualification status to align with changes in AETCI 36-2604 (paragraph 4.4.1); identifies specific academic lesson instructions as a certification process (paragraph 4.4.3.); adds hardware/software control system upgrade certifications (paragraph 5.3); adds AF Form 797 and AF Form 1098 (paragraph 6.3.5).

Chapter 1

POLICY AND CONCEPTS

1.1. Introduction. The purpose of this instruction is to provide the basic guidelines units use to train AETC battle management personnel. The objective is to set training policy, management criteria, and administrative practices, to achieve and maintain Basic Mission Capable (BMC), positional instructor (PI) status, or a certification (either higher headquarters [HHQ] established or squadron unique). Basic Qualified (BQ) refers to the qualification status of an individual who has successfully completed IQT and an INIT QUAL. BMC refers to the mission status of an individual, who has satisfactorily completed Initial Qualification Training (IQT) and Battle Management Instructor Training (BMIT), but does not maintain Combat Mission Ready (CMR) status.

1.2. Training Concepts, Policies, and Requirements.

1.2.1. Training Concepts. Major Commands (MAJCOM) design unit training programs and ensure units implement them to achieve the highest degree of mission capability possible with available resources. Unit commanders ensure operations personnel are trained to the maximum level of proficiency to meet training mission requirements. Units will schedule all training to attain and maintain continuity and will tailor training requirements (TR) to meet individual proficiency and experience. **(T-2)** TRs are expressed in terms of missions and events.

1.2.1.1. Training consists of academic and positional training in both live and simulated environments.

1.2.1.2. Training culminates in either a qualification or a certification status for an individual. Although similar, there are stipulations associated with each status that differentiate between the two, primary of which is Stan/Eval determines qualification status. They are not normally involved with certification status. However, some certifications, such as live aerial refueling, may be evaluated by Stan/Eval as part of recurring evaluations if that event is observed during the course of the evaluation. Award of a qualification status requires:

1.2.1.2.1. Enrollment and completion of a formal HHQ syllabus. **(T-2)**

1.2.1.2.2. An evaluation administered by Stan/Eval and subsequent AF Form 8, *Certificate of Aircrew Qualification.* (AF Form 8 is prescribed in AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program.)* **(T-2)** Refer to this publication and AETCI 13-101 Volume 2, *Battle Management Standardization and Evaluation*, for guidance on filling out this form.)

1.2.1.2.3. Recurring evaluations. **(T-2)**

1.2.1.2.4. Lookback fulfillment to ensure currency, if applicable. **(T-2) Note:** Lookback is associated with BQ, not PI requirements.

1.2.1.3. Certification requirements are dependent upon whether the certification is HHQ established or is a squadron-unique function. These requirements are discussed in Chapter 5.

1.2.1.4. The training program is divided into four sections: Initial Qualification Training (IQT), Continuation Training (CT), Battle Management Instructor Training (BMIT), and certification training.

1.2.1.4.1. IQT provides a general overview of the unit, mission, local environment, and the necessary training to attain BQ. Refresher training for individuals transferring into the unit with a current like system qualification is also considered as part of IQT. Requirements for these individuals are detailed in paragraph 1.4.

1.2.1.4.2. CT consists of training to maintain or increase proficiency.

1.2.1.4.3. BMIT qualifies personnel as battle management formal school instructors who will perform academic, simulator, and (or) live mission instruction. A qualification or certification status is given to each individual upon the successful completion of IQT and (or) BMIT.

1.2.1.4.4. Certification is the required training to perform a specific role, mission, job, etc., for which no qualification training program exists (e.g. aerial refueling). Certifications are normally associated with squadron-unique requirements but may be associated with HHQ requirements.

1.2.2. Training Policies:

1.2.2.1. Commanders may adjust the training time or remove personnel from training due to medical disqualification (including duties not including controlling [DNIC]), emergency leave, or administrative action IAW applicable syllabus directives.

1.2.2.2. Commanders may enter newly assigned personnel awaiting a security clearance into IQT, BMIT, or a squadron certification training program but may not give training that involves classified information.

1.2.2.3. Individuals not performing duties in the operations section for reasons of Uniform Code of Military Justice prosecution or conviction, drug abuse, conscientious objector status, or loss of a security clearance, will not be entered into or continued in training. **(T-1)**

1.2.2.4. Air Battle Managers (ABM) must maintain a class III flight physical profile according to AFI 48-123, *Medical Examinations and Standards*. Weapons Directors (WD), Weapons Technicians (WT), Surveillance Technicians (ST), Electronic Protection Technicians (EPT), Interface Control Technicians (ICT) and civil service (General Schedule [GS]) performing live operations will maintain, as a minimum, a ground based aircraft controller profile according to AFI 48-123. **(T-1)**

1.2.2.5. Unit commanders may multi-qualify personnel who demonstrate the knowledge and proficiency required to maintain multiple duty positions or systems.

1.2.2.6. ABM and WD personnel with less than two years in the career field (as a 1C5D for WDs) will be placed in a formal apprentice training program approved by HQ AETC/A3ZA. **(T-2)** As a minimum, all "junior" ABM/WDs (JABM/JWD) will be BQ qualified as part of their formal training program. **(T-2)** JABM/JWDs will not perform instructor duties, to include academic platform instruction, prior to BQ (in addition to appropriate tracks of BMIT). **(T-2)** Aerial Refueling (AR) certification is not a requirement; however it is recommended.

1.2.2.7. **(N/A for 173 OSS/C2)** As a minimum, either the Squadron Commander (CC) or Operations Officer (DO) will be BQ. **(T-2)** Both will be Positional Instructor (PI) qualified (live PI preferred). **(T-2)** Either the CC or DO will be a certified SEE. **(T-2)**

1.2.3. Training Requirements:

1.2.3.1. This instruction establishes the minimum training requirements that unit commanders use to ensure operations personnel are adequately trained during IQT, BMIT, and CT. Assigned personnel will have varying backgrounds and different levels of experience and proficiency. Therefore, the unit Chief of Training (COT)/Operations Training Superintendent (OTS) ensures the individual's training records and accomplishments are reviewed prior to entry into training, and ensures the course of training established by the DO is completed. **(T-2)** Reference throughout this publication to COT implies either COT or OTS dependent on unit manning structure.

1.2.3.2. The unit DO manages trainee Temporary Duty (TDY) and leaves, so these absences will not hamper the trainee's progression. **(T-2)** This is particularly critical for TDY or leave during IQT training periods.

1.2.3.3. Personnel TDY for 30 consecutive days (two Unit Training Assemblies [UTA]) or more to locations where IQT or CT is available will accomplish training. **(T-2)**

1.2.3.4. COTs will use the HQ AETC approved IQT syllabus to accomplish academic and positional IQT. **(T-2)**

1.2.3.5. COTs, in coordination with DOs, will strive for early identification of individuals who cannot satisfactorily accomplish IQT requirements or cannot perform or meet the unit training mission requirements. **(T-2)**

1.2.3.6. Live training requirements for inexperienced and experienced individuals are discussed in Chapter 3.

1.2.3.7. BQ prerequisites. Prior to qualification, each trainee must:

1.2.3.7.1. Complete an AETC formal battle management course (AFSC awarding). **(T-1)**

1.2.3.7.2. Complete IQT. **(T-1)**

1.2.3.7.3. Successfully complete proficiency evaluations according to this instruction and AETCI 13-101, Volume 2, *Battle Management Standardization and Evaluation Program*. **(T-2)**

1.3. Responsibilities.

1.3.1. HQ AETC/A3V is the Office of Primary Responsibility (OPR) for this instruction. HQ AETC/A3V will:

1.3.1.1. Provide command guidance and monitor the overall training program.

1.3.1.2. Provide command assistance in the resolution of major training problems and coordinate with agencies both internal and external to the command for training equipment.

1.3.1.3. Provide assistance, guidance, and resources to subordinate units for the implementation, direction, and monitoring of the training program.

1.3.1.4. Ensure units generate academic and positional Letter of Xs and training deficiencies.

1.3.2. HQ AETC/A3Z will:

1.3.2.1. Provide assistance and resources to subordinate units for the implementation, direction, and monitoring of the training program.

1.3.2.2. Initiate action to correct training deficiencies.

1.3.2.3. Ensure HHQ-approved syllabuses and formal training programs are implemented.

1.3.2.4. Monitor unit training programs.

1.3.3. NGB/A3Y will:

1.3.3.1. Provide assistance and resources to subordinate units for the implementation, direction, and monitoring of the training program.

1.3.3.2. Unless specifically noted otherwise, request waivers directly to HQ AETC/A3V that are documented in this AETCI as delegated to the Group Commander level.

1.3.4. Units will:

1.3.4.1. Train personnel or crews to a level of proficiency that meets the training mission requirements. **(T-2)**

1.3.4.2. Appoint a COT, in writing, to implement and manage the operations training program. **(T-2)**

1.3.5. COTs will:

1.3.5.1. Be a 13B or 1C5D in BQ status, preferably also be live AR certified. **(T-3)**

1.3.5.2. **(Not applicable [N/A] to 173 OSS/C2)** Be live PI qualified. **(T-3)**

1.3.5.3. **(N/A to 173 OSS/C2)** Be academic platform instructor qualified. **(T-3)**

1.3.5.4. Have previous instructor and (or) Stan/Eval experience (1 year in unit experience also meets this requirement). **(T-3)**

1.3.5.5. Initiate action to correct training deficiencies. **(T-3)**

1.3.5.6. Verify successful completion of instructor training to the DO, and document the completion on AF Form 4141, *Individual's Record of Duties and Experience Ground Environment Personnel.* (AF Form 4141 is prescribed in AFI 13-1CRC Volume 1, *Control and Reporting Center (CRC)—Training.* **(T-3)** Refer to that publication and Chapter 6 of this publication for guidance on filling out the form.)

1.3.5.7. Notify the squadron DO of individuals who cannot perform or meet the training requirements. These individuals will be referred to the squadron commander for administrative action according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*; and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted).* **(T-2)**

1.3.6. **(N/A for 173 OSS/C2)** Units will generate timely and accurate training reports. **(T-2)** This should include, but not be limited to, academic and/or positional Letter of Xs, and training deficiencies. Although updates to Letter of Xs are IAW Chapter 4, monthly submission of Letter of Xs to HQ is not required; however, they must be available on request. Submit training deficiencies on an as needed basis and update quarterly IAW paragraph 3.6.3. **(T-2)**

1.4. Transfers.

1.4.1. The squadron COT will ensure the training records of inbound individuals are reviewed to determine experience, qualifications, and currency of training. The COT records the review on AF Form 4141. **(T-2)** Based on this review, they will recommend to the squadron DO a suggested training plan to meet the unit's mission under the following allowances **(T-2)**:

1.4.1.1. If the individual is qualified in like battle management systems, they may transfer their qualification from another MAJCOM to AETC (or within AETC).

1.4.1.2. Any individual who was previously qualified in the unit's weapon system, has been unqualified in that system for less than 48 months, but is current and qualified to perform weapons/surveillance crew duties in another system, may enter requalification training. Prior to determining the requalification training plan for the individual, the unit will administer an academic assessment test and a positional assessment in addition to the DO and COT reviewing the individual's records. The results of these assessments will determine the appropriate amount of training in each academic and positional area. The quantity of training will not exceed that allowed in IQT.

1.4.1.3. The individual may be placed in a formal IQT program, proficiency advanced or complete IQT in its entirety.

1.5. Training Extensions.

1.5.1. Course lengths vary depending on the applicable syllabus or formal training plan. Training extensions are as specified in the appropriate syllabus or formal training plan. If not specified, squadron commanders may grant a 30-day extension if required.

1.5.2. Forward recommendations for subsequent training extensions through channels to AETC/A3Z, via E-mail or message. (T-2)

1.6. Waivers.

1.6.1. Policy and procedures are enacted to provide for quality and consistency in training and evaluation. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2) approval. Unless otherwise stated in this document, Wing/CCs

(T-3) are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.6.2. AETC units will coordinate waivers through AETC/A3V or AETC/A3Z as appropriate. Squadron commanders will submit all T-2 waiver requests through command channels in electronic format. Waiver requests must provide justification why the individual or unit cannot comply with requirements. AETC/A3Z will send a copy of all approved individual personnel waivers to HQ AETC/A3V and NGB/A3Y, as required, for file. Units will file a copy of approved written waivers to this volume according to AFI 33-360, *Publications and Forms Management*.

1.6.3. The OG/CC of local supplements will handle waivers to unit supplemental guidance. **(T-3)**

Chapter 2

INITIAL QUALIFICATION TRAINING (IQT)

2.1. Purpose. This chapter outlines training for personnel, including those individuals assigned to a MAJCOM HQ staff, who maintain BQ status. IQT prepares the individual for live mission qualification in a duty position for which he/she is being trained. (**NOTE**: In lieu of a COT, the 607 ACS may use a Formal Training branch chief for students attending IQT with follow-on orders to a gaining unit. The term COT will apply to both functions for simplicity in the document). COTs ensure trainees meet the minimum requirements outlined in the IQT syllabus. COTs develop local training materials as indicated in the syllabus. COTs may use proficiency advancement as outlined in the syllabuses to advance personnel through the blocks of training.

2.2. Entry. The Squadron DO and COT will review the records of newly assigned permanent party personnel and ensure an appropriate course of training is established based on the individual's background and experience. (T-2) The COT records the review on AF Form 4141. **(T-3)** The squadron DO identifies permanent party individuals for entry into IQT based on unit training mission requirements and available resources (sorties). **(T-2)** Permanent party individuals not selected for immediate entry into IQT will be enrolled into BMIT. **(T-2)** (**NOTE:** 173 OSS/C2 Weapons Technicians that do not perform battle management instruction are excluded from BMIT requirements). Regardless of which program is initiated, training will commence NLT 45 calendar days (3 UTAs) after the permanent party member reports to the unit (or completes First Term Airmen Course if required). **(T-3)** The commander must request exceptions for permanent party individuals in writing through channels to applicable parent OG for approval. **(T-3)**The DO will ensure the COT provides the appropriate amount of training in each academic and positional area. **(T-2)** The COT uses the AETC-approved syllabuses to conduct IQT. **(T-2)** Non-permanent party students, to include individuals enrolled in an IQT course that exceed TDY limitations, but with follow-on orders to a gaining unit, will be processed IAW AETCI 36-2205 Volume 9, "*Formal Flying Training Administration and Management –Battle Management Training*". **(T-2)**

2.3. Training Progression. Trainee normal progression is defined as meeting the performance standards for each unit or block of training as specified in the applicable IQT syllabus on the appropriate day of training. A trainee must complete all training objectives in each unit or block of the syllabus in order to progress to the next unit or block. For non-permanent party, the COT records individual training accomplishments (see chapter 6 of this instruction and AETCI 36-2205 Volume 9), to monitor the trainee's progress. **(T-2)**

    2.3.1. NLT the syllabus specified timeline, one of the following occurs **(T-2)**:

        2.3.1.1. The trainee does not complete IQT requirements and is not certified ready for INIT QUAL by the COT.

        2.3.1.2. The trainee completes IQT requirements, is certified ready for INIT QUAL by the COT, and is released to Stan/Eval.

            2.3.1.2.1. Upon completion of the last block of IQT, the COT enters the trainee in a formal review period to prepare for the Stan/Eval INIT QUAL. To accomplish this, the COT administers a 50-question IQT nongraded written test and a nongraded positional review. **(T-2)** The test is composed of 40 questions drawn from the training

materials and ten unit local procedures questions, except for the 607 ACS. 607 ACS tests will consist of 85 questions from the ACC CRC MQF and 10 questions from the local procedures MQF, and 5 questions from the AETC MQF. The test is correctable to 100 percent. The positional pre-evaluation will include a mission/event brief and debrief given by the IQT student, and an instructor debrief. **(T-3)**The COT will maintain two tests that are different than the tests maintained by Stan/Eval. **(T-3)** The COT administers the test NLT the syllabus-directed timeline. **(T-3)**

2.3.1.2.2. The COT certifies on AF Form 4141 that the trainee has completed IQT and releases the trainee to Stan/Eval for the INIT QUAL according to AETCI 13-101 Volume 2. Upon successful completion of the INIT QUAL, individuals are designated BQ and placed into CT**.(T-2)**

2.3.1.3. Training extensions or waivers are as specified in the appropriate syllabus or formal training plan. Individuals failing an elimination check will be entered into the commander's review process as prescribed by the syllabus and AETCI 36-2205, *Formal Flying Training Administration and Management* Volumes 1 and 9. **.(T-2)**

2.3.2. Once released to Stan/Eval, one of the following occurs **(T-2)**:

2.3.2.1. The trainee successfully completes an INIT QUAL and is entered into CT.

2.3.2.2. The trainee fails INIT QUAL and is referred to the unit commander who may grant a 30 calendar day (2 UTAs) extended training period, or take appropriate administrative action according to AFI 11-402*,* or AFI 36-2101. Upon completion of the training period, the trainee will be released back to Stan/Eval for a RECHECK. If the trainee successfully completes the RECHECK, the individual is entered into CT. If the trainee fails the RECHECK, the trainee is referred to the unit commander for administrative action according to AFI 11-402 or AFI 36-2101.

2.3.3. The COT will ensure that additional training identified during the INIT QUAL or RECHECK is accomplished within 30 days (2 UTAs). Annotate qualification on AF Form 8. **(T-2)**

2.4. Multiqualified/Certified Personnel.

2.4.1. Personnel who are BMC/BQ in a position and are selected to train in another position must complete IQT requirements and upgrade requirements according to this chapter **(T-2)**. Time limitations, forms, and certification for completion of training are according to this chapter and the appropriate syllabus or formal training program (to include proficiency advancement). The squadron DO identifies the duty positions and weapon system qualifications of multiqualified personnel on AF Form 4141**(T-3)**. A separate AF Form 4142 must be maintained for each duty position an individual is qualified to perform. **(T-3)**

2.4.2. The intent of multisystem certification training is to train the individual on a different system, i.e. equipment characteristics and performance. Repeating previous training (and subsequent evaluation) on individual unit profiles/duties is not required. However, individuals who are multisystem certified may be evaluated on both systems (Example- the QUAL portion of their evaluation on one system and the positional instructor evaluation on the second system).

2.5. AR Certification. AWOs/WDs selected to enter AR upgrade training will complete the squadron AR training program within 60 calendar days (3 UTAs). **(T-3)** TRs and certifications are according to the SQ/CC approved AR training plan. WTs do not require AR certification in order to participate in AR missions.

2.6. Like System. Like systems fall into two categories: same equipment but different units (e.g. MCS qualified individuals at one unit PCS'ing to an AETC unit), and individuals qualified on control platforms identified as "like systems" (e.g. those based off of TDF architecture). AETC units will adhere to the following concerning TDY personnel: Squadron COTs, in conjunction with SQ/DO will review individual training folders to verify qualifications and any difference training required. **(T-2)** After review, the squadron will maintain as a minimum, copies of the current Form 8, AF Form 1042, and a certification memorandum signed by SQ/DO. **(T-3) NOTE:** Currencies must be renewed within six months. Certifications that have not been used for six months require OTO to validate that the individual is still competent.

2.6.1. Individuals in TDY status to another like unit to perform operational duties need only complete gaining MAJCOM or unit-directed training and Stan/Eval requirements prior to performing BMC duties unsupervised. Combat Mission Ready (CMR) duties require upgrade by gaining unit.

Chapter 3

CONTINUATION TRAINING (CT) FOR BMC

3.1. Purpose. CT provides battle management personnel with the volume, frequency, and mix of academic and positional training necessary to maintain proficiency in their assigned duty position or system. CT is composed of annual mission or event requirements, lookback mission or event requirements, and academics.

3.1.1. The unit DO will ensure there is sufficient academic instruction and positional training for crew members to maintain BMC. **(T-2)**

3.1.2. The COT records accomplishment of academic and positional TRs and instructor or Stan/Eval-monitored accomplishments on AF Form 4142, *Individual Annual Training Record*. (AF Form 4142 is prescribed in AFI 13-1CRC, Volume 1. **(T-3)** Refer to that publication and Chapter 6 of this publication for guidance on filling out the form.)

3.2. Frequency. CT positional TRs are completed on an annual basis supported by 3-month sliding window lookback periods. **(T-2)** Annual requirements begin 1 October. Personnel who become BQ after the beginning of the annual training period accomplish a prorated share of the TRs for the remainder of the period beginning with the first day of the following month.

3.2.1. Annual Currency (Tables 3.1, 3.2 and 3.3.). Annual currency requirements should ensure the average crew member maintains a minimum level of proficiency in a given event. Annual currency requirements are expressed in TRs, by mission.

3.2.1.1. If an individual fails to meet annual TRs, to include annual academics, the DO will regress that individual to non-basic mission capable (N-BMC) status for up to 60 days. **(T-2)** N-BMC is used primarily to identify a temporary loss of currency or proficiency.

3.2.1.1.1. Instructors must monitor individuals who are N-BMC for a minimum of two effective missions. **(T-2)** Upon the instructor's recommendation, the COT will place the individual back into BMC status. **(T-2)**The individual is not excused from fulfilling any remaining annual TRs during this 60-day extension (unless prorated according to paragraph 3.2.1.4) but does not require instructor monitoring. **(T-2)** Document regression to N-BMC status and back to BMC status on AF Form 4141. **(T-3)**

3.2.1.1.2. If after 60 days the individual has still failed to meet annual TRs, regress the individual to Unqualified (UQ) status. **(T-2)** UQ is the status to which the commander downgrades a formerly BMC individual for failure to regain currency or proficiency. **Note:** UQ may also result when the individual fails any positional evaluation, fails to complete a recurring evaluation by the scheduled date, or the commander or DO determines an individual to be nonproficient for reasons such as a safety of flight infraction.

Table 3.1. Annual Mission Training Requirements (N/A 607 ACS)

Training Requirements	Inexperienced/Experienced	Notes
AWO, WD, WT (Air-to-Air & Air-to Ground)	16/12	1,2,3,4,6
AWO, WD, WT (Air-to-Air; MU-2 only)	24/12	3
AWO, WD, (Refueling)	6/4	2,3,5,6
ABM (Airmanship)	12/12	

NOTES:
1. Fifty percent of the required missions will be air-to-air.
2. Fifty percent of live requirements may be substituted with simulation under the following guidance. Except for JWD/JABMs, external high performance simulation (example: Network Training Center (NTC)/Full Mission Trainer (FMT)/Distributed Mission Operations (DMO) of a minimum 2V2 or greater may be counted at a 1-for-1 ratio. JWD/JABMs must count NTC/FMT/DMO simulations on a 2-for-1 basis. The DO may authorize unit- generated simulation as a substitute at a 2-for-1 ratio, but only after a training deficiency report has been submitted.
3. Multiple system qualified personnel only need to meet lookback and annual TRs as if qualified on a single system.
4. MU-2 missions fulfill TR requirements on a 1-for-1 basis, not to exceed 50 percent of live requirements. There is no minimum time-hack requirement; however, to maintain the integrity of continuation training, a controller shall control at least two intercept events of an MU-2 mission for that mission to count towards requirements.
5. Minimum of 50 % live; FMT/Sim = 2 for 1 (up to 50% of total required); AR qualifying events will include a minimum of 1 receiver. A single AR event will require check-in of all aircraft to handoff of all aircraft. (Multiple-receiver hacks in one mission count as 1 event).
6. Live missions controlled at other units (and other systems) may be counted toward annual training requirements with squadron operations officer approval.
NOTE: HQ personnel may count evaluations as TRs (one for one) up to 50%. Instructors may credit one mission for every two student missions for which they were primary instructor (up to 50%). This does not include airmanship TRs.

Table 3.2. Annual Mission Training Requirements AWO/WD (607 ACS Only)

Training Requirements	Inexperienced/Experienced	Notes
Air-to-Air	16/12	1,2,3,4
Link 16 Events	3	2,4, 5

NOTES:
1. Fifty percent of live requirements may be substituted with simulation under the following guidance. Except for JWD/JABMs, external high performance simulation (example: NTC/FMT/DMO) of a minimum 2V2 or greater may be counted at a 1-for-1 ratio. JWD/JABMs must count NTC/FMT/DMO simulations on a 2-for-1 basis. The DO may authorize unit-generated simulation as a substitute at a 2-for-1 ratio, but only after a training deficiency report has been submitted.
2. Multiple system qualified personnel only need to meet lookback and annual TRs as if qualified on the CRC system. 25% of TRs must be accomplished on secondary system.
3. Minimum of 50% live; FMT/Sim = 2 for 1 (up to 50% of total required)
4. Missions controlled at other units may be counted toward annual training requirements with squadron operations officer approval.
5. The AWO/WD credits one Link 16 event each time they perform in their respective CMR/BMC duty position and a Link 16 interface is functioning. The crew should be involved in duty related tasks such as preparing to link, entering/exiting/maintaining the link, ensuring current/accurate air situation data, designing/implementing/monitoring filters, and coordinating changes to frequencies/crypto modes/ keys and the areas of responsibility.
NOTE: HQ personnel may count evaluations as TRs (one for one) up to 50%. Instructors may credit one mission for every two student missions for which they were primary instructor (up to 50%), this includes link events.

Table 3.3. Annual Mission Training Requirements for EPT, ICT & ST (607 ACS only).

	EPT	ICT	ST	NOTES
Link 16 Event	0	3	0	
Other Link Event	0	3	6	1
Event Operation	9	0	9	2, 3,4, 5

NOTES:
1. This can be any link. For ICTs, Link 16 events over three will be counted as Other Link Event
2. EPT Event operation may be logged for training accomplished by completing Periodic Radar Evaluation Program (PREP) and/or configuring and monitoring the operational status of the TPS-75 using the Radar Control Panel IAW checklists with a minimum of one hour positional time.
3. Perform Electronic Protection (EP) events. EP includes the actions taken to protect personnel, facilities, and equipment from any electronic warfare (EW) employment that may degrade, neutralize, or destroy friendly combat capability.
4. ST event training is accomplished during the conduct of live daily flying, live/simulator exercises, performed tactical tracking of surveillance objects for a minimum of one hour.
5. ICTs must set up, establish, and monitor/maintain links IAW OPTASKLINK with a minimum of an hour positional time. STs may credit one TDL event each time they perform in their respective BMC duty position and conducts air picture maintenance in a TDL environment. The crew should be involved in duty related tasks such as preparing to link, entering/exiting/maintaining the link, ensuring current/accurate air situation data, designing/implementing/monitoring filters, and coordinating changes to frequencies/crypto modes/keys and the areas of responsibility.

3.2.1.2. The unit COT is authorized to prorate annual TRs when:

3.2.1.2.1. An individual is TDY, medically disqualified or DNIC, or on emergency leave for 30 cumulative days (2 UTAs) or more.

3.2.1.2.2. An individual is upgraded after the start of the annual period. For example, the annual TR for a WD is 28 live missions. Individuals are upgraded during March; their prorated share of the annual TRs would be 21 live, accomplished during the period 1 April through 30 September. Record prorated requirements on AF Form 4141.

3.2.1.3. COTs must identify training deficiencies through channels to HQ AETC/A3Z as soon as a potential shortfall of missions may result in individuals not meeting their annual TRs. **(T-2)**

3.2.2. Lookback (Table 3.4 and 3.5). Lookback is a periodic sliding window management tool used to monitor crewmember currency. Lookback allows DOs to better manage training resources (for example, sortie allocation). COTs are encouraged to monitor lookback on a

monthly basis. Table 3.4 requirements apply to all AETC units. 607 ACS cadre and attached personnel must also meet currency requirements in Table 3.5.

3.2.2.1. Unit commanders may keep experienced individuals without a 3-month history or 60 day currency (for example, returning from TDY, DNIC) current but N-BMC until such history is established. An instructor must monitor the individual until the minimum (60 day: one mission for AWO/WD or one event (one hour minimum) for EPT/ICT/ST; 3-month: two effective missions for AWO/WD/WT or 2 events (one hour minimum each) for EPT/ICT/ST) history is established. **(T-2)**This restarts the lookback or currency windows.

Table 3.4. Three-Month BQ Lookback (Inexperienced/Experienced).

Training Requirements	Inexperienced/Experienced	Notes
1 AWO, WD, WT (number of missions)	4/3	1,2,3,4
2 AWO, WD, WT if only MU-2 qualified (number of missions)	6/3	1,2,3
3 AWO (airmanship)	No more than 60 days between sorties.	
NOTES: 1. Any combination of missions may be used to attain the TRs. 2. Instructors may credit one mission for every two student missions for which they were primary instructor (up to 50%). This does not include airmanship TRs. 3. Live requirements may be substituted with simulation under the following guidance. A minimum of one live event must be accomplished within the 3-month sliding window. Remaining requirements may be fulfilled as follows: Except for JWD/JABMs, external high performance simulation (example: NTC/FMT/DMO) of a minimum 2V2 or greater may be counted at a 1-for-1 ratio. JWD/JABMs must count NTC/FMT/DMO simulations on a 2-for-1 basis. These exceptions do not relieve the individual from annual requirements. 4. Live missions controlled at other units may be counted towards lookback requirements with squadron operations officer approval. 5. **NOTE:** HQ personnel may count evaluations as TRs (one for one) up to 50%. This does not include airmanship TRs.		

Table 3.5. 60 Day Currency requirements for CRC qualified personnel

TRAINING	CREW POSITION	FREQUENCY
Control Event	AWO, WD	1/60 Days (3UTAs)
Event Operation	ST, EPT	1/60 Days (3 UTAs)
TDL Event	ICT	1/60 Days (3 UTAs)
NOTE: HQ personnel do not have to meet these currencies but do have to meet annual and 3-month lookback requirements.		

3.2.2.2. For individuals that were not TDY or DNIF/DNIC, if the 3-month lookback or the 60 day currency is not met, the commander may grant a 1-month extension to complete training requirements.

3.2.2.2.1. The commander's use of this probation period will be documented on the AF Form 4141. **(T-3)** (**Note:** Instructor qualifications are not affected during this 1-month probation period). If lookback is not achieved in the additional month, the individual will be downgraded to N-BMC. **(T-2)**

3.2.2.2.2. Individuals that are N-BMC or not current cannot positional instruct (live or SIM). **(T-2)** The DO determines whether or not Academic Instructor (AI) status is affected. Crewmembers that are regressed to N-BMC status must be monitored by an instructor for a minimum of two control events for weapons personnel, two event operations for all other crew positions. **(T-2)** Crewmembers that are non-current must be monitored by an instructor for a minimum of one controlled event for weapons and one event operation for all other crew positions. **(T-2)** After the effective mission(s), BMC status or currency may be reinstated and a new lookback window established.

3.2.2.2.2.1. Upon completion of requirements, the instructor recommends to the COT, that the individual's currency status be restored. If the COT concurs the recommendation is passed to the DO. If the DO concurs the DO forwards concurrence to the commander for approval. The individual then begins proficiency requirements for the next month.

3.2.2.2.2.2. If the instructor determines the N-BMC individual is not proficient, the instructor recommends to the COT, that the individual be downgraded to UQ status; if the COT concurs , the recommendation is passed to the DO. If the DO concurs, the recommendation is passed to the Commander for a decision IAW 3.2.2.2.3.

3.2.2.2.3. When an individual is downgraded to UQ, the commander will approve trainee entry into remedial training for 30 calendar days (2 UTAs), as required; or take appropriate administrative action according to AFI 11-402 or AFI 36-2101. **(T-2)**

3.2.2.2.3.1. Accomplish UQ remedial training within 30 days (2 UTAs), and accomplish an evaluation within 30 days (2 UTAs) from completion of remedial training. **(T-2)** If the trainee does not complete the training or the trainee fails the evaluation, the commander will take appropriate administrative action according to AFI 11-402 or AFI 36-2101. **(T-2)**

3.2.2.3. Commanders will not prorate missions to meet lookback requirements. **(T-2)**

3.2.3. N-BMC or UQ Effect on Instructor Ratings.

3.2.3.1. Instructors placed into N-BMC status for failure to achieve annual TRs or maintain lookback (for reasons other than TDY will not lose their instructor rating; however, they will not instruct (positional) until lookback is reestablished or annual TRs are achieved, and they are declared BMC. **(T-2)** **Note:** Individuals taken from BMC to N-MBC due to deployments or medical status (DNIC or DNIF) may still perform simulation instructor duties. They will not perform live positional duties.

3.2.3.2. Instructors (simulation or live) downgraded to UQ status will lose their PI rating and must complete a positional RECHECK and be requalified as an instructor before resuming duties as an instructor. **(T-2)**

3.2.3.3. Squadron DOs will determine whether academic platform instructor qualification is affected. **(T-2)**

3.2.3.4. Dropped Qualifications. Due to operational requirements or squadron commander desires, it is sometimes necessary or prudent for individuals to no longer maintain qualifications (e.g., reduced sortie availability, change in manpower requirements for live positional instructors, multiple system qualification no longer needed, etc.). Dropping a qualification is not to be confused or viewed as a Commander Directed Downgrade (as detailed in AETCI 13-101, Volume 2). BMC individuals whose qualifications are modified by the SQ/CC (e.g. HP to MU-2 only) are not considered as "dropped qual", but must be annotated on a memorandum in the individual's training/stan eval records. **(T-3)**

3.3. Positional Training Requirements. Positional TRs are expressed in terms of missions.

3.3.1. Individuals may credit a mission when they:

3.3.1.1. Brief the mission.

3.3.1.2. Take radar and radio control of the aircraft performing the mission.

3.3.1.3. Accomplish at least one air-to-air or AR mission.

3.3.1.4. Meet the learning objectives set for the mission as briefed.

3.3.1.5. Debrief the mission.

3.3.2. Definitions and criteria follow:

3.3.2.1. Air-to-Air Event. AWO/WD personnel must provide close, tactical, or broadcast control to a fighter or flight of fighters where flight integrity is maintained that enters a tactical engagement. The AWO/WD provides control to a fighter or flight where the primary objective is to practice intercept procedures and techniques against a defensive maneuvering aircraft or practice air combat tactics or defensive combat tactics according to AFI 11-214 and the AETC supplement. To meet requirements, missions should consist of at least two engagements or a single continuous engagement lasting at least 10 minutes.

3.3.2.2. AR Event. The AWO/WD provides control to an aircraft or flight conducting aerial refueling according to NATO Allied Tactical Pamphlet (ATP-56, Air to Air Refueling (AAR), AFI 11-214 and the AETC supplement. The AWO/WD must provide

close or tactical control to an aircraft, or flight of aircraft (where flight integrity is maintained), that rendezvous with a tanker or cell (or fighter simulating a tanker). In ARs, the AWO/WD may credit one AR mission per set of receivers. The AWO/WD may also credit more than one type mission during a refueling in cases where the flight conducts a mission in addition to the refueling. For example, if the AWO/WD conducts a rendezvous on tanker, then takes the fighters off tanker and conducts intercepts, the AWO/WD credits both an AR and an air-to-air mission.

3.3.2.3. Air-to-Surface Event. The AWO/WD directs at least one flight of aircraft conducting air-to-surface tactics against a ground objective. Weapons personnel will provide tactical or broadcast control to an aircraft or flight of aircraft where flight integrity is maintained that enters an air-to-surface tactical engagement. To meet training requirements, the mission should consist of at least two engagements, or a single engagement lasting at least 10 minutes.

3.3.2.4. Link Event. The crew member credits one TDL event each time they perform in their respective CMR/BMC duty position and a TDL interface is functioning.

3.3.2.4.1. The crew member should be involved in duty related tasks such as preparing to link, entering/exiting/maintaining the link, ensuring current/accurate air situation data, designing/implementing/monitoring filters, and coordinating changes to frequencies/crypto modes/ keys and the areas of responsibility.

3.3.3. Simulation. DOs and COTs share the responsibility to ensure that simulated missions (if used) are accomplished in the most effective manner possible and that simulated missions accomplish training where live missions are deficient (for example, if the majority of a unit's live missions are tactical control, the weapons individual should practice close control during simulation). Simulated missions should also stress increasingly more difficult missions as the weapons personnel become more proficient. Finally, simulated missions should stress skills or situations that are not normally controlled under live conditions (for example, aircraft emergencies or multiple intercepts).

3.4. Academic Training Requirements. The MAJCOM approved IQT syllabus identifies training objectives and depth of knowledge for academic subject areas. Units will develop training topics based on these objectives for annual academic training. **(T-2)** Unit DOs will approve an annual list of training topics and ensure it is made available for MAJCOM review upon request. **(T-2)** Unit Training Development (TD) branches will ensure academic materials are available and current for COTs to utilize. **(T-2)**

3.4.1. The COT establishes, with DO approval, an annual training plan based on unit requirements and may adjust this plan to meet individual needs. **(T-2)**

3.4.2. Groups and units may supplement AETC academic materials with local training materials to meet unique positional requirements.

3.4.3. Units are authorized local reproduction of all study guide and computer-based training materials.

3.4.4. Continuation training should reinforce the crewmember's crew resource management (CRM) academic knowledge. Quarterly CRM topics should focus on the role CRM plays in preventing mishaps, reinforcing CRM skills, and enhancing student training techniques.

Although CRM is specific to the crewmember's position, avoid separating training by crew position. Using evaluation trends and mishaps, update training annually according to AFI 11-290/AETC Sup 1, *Cockpit/Crew Resource Management Training Program.* NOTE: This requirement also applies to undergraduate students once placed on aeronautical orders.

3.4.5. Multiqualified BMC personnel must achieve the academic training requirements (TR) for each position; however, when the academic requirements are identical, they need only be accomplished once. **(T-2)** For secondary qualifications that are intrinsic to the primary qualification, only 50 percent of positional training requirements must be accomplished. **(T-2)**

3.5. Communications Jamming Training. Accomplish academic training annually as a minimum, simulation or live as feasible. **(T-2)**

3.6. Training Deficiency Reports (TDR). The following are methods for units to submit TDRs:

3.6.1. The unit commander submits a TDR to identify problems beyond the unit's ability to resolve that may prevent the unit or individuals from satisfying academic or positional TRs. **(T-2)** TDRs identify known or potential training problems to higher headquarters for information and management purposes. TDRs do not need MAJCOM approval and are resolved at the lowest level of command.

3.6.2. At a minimum, the commander submits the following information **(T-2)**:

3.6.2.1. Broken equipment that has an impact on training (to include simulation equipment).

3.6.2.2. Lack of live flying for training.

3.6.2.3. Lack of live flying for evaluations.

3.6.2.4. Instructor or evaluator shortfalls.

3.6.2.5. Airspace limitations.

3.6.2.6. Computer operations to include hardware and software problems.

3.6.3. A TDR should be submitted from the unit to the parent OG commander. Send an info copy to AETC/A3V, AETC/A3Z, and NGB/A3Y (as appropriate). Include the following:

3.6.3.1. Title: Training Deficiency Report.

3.6.3.2. Unit: Unit submitting the training deficiencies.

3.6.3.3. Description of problem.

3.6.3.4. Date problem began or expected to begin.

3.6.3.5. Corrective action taken or anticipated.

3.6.3.6. Estimated date of problem correction.

3.6.3.7. Recommended solution to resolve the training deficiency.

3.6.3.8. Remarks.

3.6.4. The OG commander will take necessary action on problems not requiring waivers. **(T-2)** Within 15 calendar days of receipt of a report, the OG commander will present a solution to the unit or recommend proposed corrective action to AETC/A3V, AETC/A3Z or NGB/A3Y (as appropriate) for problems the OG cannot correct. **(T-2)** AETC/A3V, AETC/A3Z or NGB/A3Y (as appropriate) will take necessary action on these problems within 10 calendar days of receipt.

Chapter 4

BMIT PROGRAM (N/A TO 173 OSS/C2)

4.1. Purpose. Effective instructors are essential to the training program. Instructors are *knowledgeable in the duties of the positions they train as well as skilled in training* methods. BMIT provides battle management personnel with academic instructor (AI) and PI training for their assigned battle management system. The course is designed with multiple tracks to provide a training program tailored to the future needs of the graduate. The instruction outlined in the syllabus is divided into the following five major tracks (as applicable) with subgroups based on end assignment of the instructor: Track 1—Academic Instructor Training; Track 2—Console Familiarization; Track 3—Simulation Instruction; Track 4—Live Instruction; and Track 5—Airmanship.

4.1.1. Individuals who complete Track 4 do not require Track 3 to qualify as simulation instructors. At squadron DO discretion, Track 4 instructors may complete Track 3 sim instructor training which will be documented on AF Form 4141. **(T-3)**

4.1.2. All prospective instructors will go through Track 1 (unless a MAJCOM waiver has been granted) and other tracks as appropriate to their initial instructor assignment. **(T-2)** For PIs, Track 2 is mandatory unless Track 3 or Track 4, as applicable, contains all graded mission elements associated with Track 2. **(T-2)**

4.1.2.1. During BMIT, the student will observe, demonstrate or perform, and instruct academics, simulation training, and live training (if appropriate) for the assigned block of instruction. **(T-2)**

4.1.2.2. Once students have completed the appropriate training, they will receive an academic platform instructor qualification evaluation. **(T-2)** PIs will receive a simulation or live qualification evaluation by Squadron Stan/Eval (CCV) or Group Stan/Eval (OGV). **(T-2)**

4.1.2.3. Graduates of BMIT who are assigned in a duty or controlled AFSC according to the manning document are awarded the "T" prefix to their AFSC according to AFI 36-2101 after successful completion of the Track 1 qualification and are authorized to perform academic platform instruction.

4.2. Prerequisites. All instructors must have previously attained, as a minimum, BMC status in a battle management system (AWACS, MCS, Battle Control Center (BCC), Joint Surveillance Target Attack Radar System [JSTARS], etc.) prior to instructing, whether live or simulation. **(T-2)** CMR is preferable (instructor Weapons Simulation Technician [WST] and/or Pilot Simulator [PS] excluded).

4.3. Training Progression. Based on type of instructor qualification or certification (academic, simulation, or live), all instructors must complete the appropriate tracks specified in the BMIT syllabus or applicable HHQ-approved instructor certification training program under the management of DOT. **(T-2)** Subsequently, they will receive an evaluation on the system they instruct. **(T-2)**

4.3.1. Individuals with prior AETC instructor qualification do not require BMIT Track 1; once entered into BMIT, they may be proficiency advanced according to syllabus guidelines

provided they meet stated proficiency levels and standards within the BMIT syllabus. An Academic Instructor (AI) qualification via AETC Form 281, *Instructor Evaluation Checklist,* or AETC Form 620, *Academic Instructor Monitoring Checklist*, *is* still required. **(T-2)**

4.3.2. BMIT tracks are independent of each other and may be accomplished as needed. However, once a track is started, it must be completed. **(T-2)**

4.3.3. BMC qualification on a specific system is not a requirement to instruct simulation on an AETC battle management training system (for example, previous BMC or CMR on AWACS is not required for simulation instructors on the Battlefield Control Systems-Tyndall (BCS-T). However, current BQ qualification is a prerequisite to Track 4 of the BMIT syllabus.

4.4. Completion of BMIT Track 1.

4.4.1. Upon completion of BMIT Track 1, individuals will receive a qualification evaluation as an academic platform instructor IAW AETCI 36-2604. **(T-2)** AETC Forms 281 or 620 will be used to document academic platform instructor qualification. **(T-3)**

4.4.2. Staff personnel are not required to maintain academic platform instructor currency. Staff personnel are defined as: squadron commander, squadron operations supervisor, DO, DOT, CCV, DOW, TD, HQ, OGVs, and attached personnel. (**Note:** The COT must maintain platform instructor currency due to BMIT oversight requirements. **(T-2)**) Staff personnel may choose to maintain this status so that they may do academic platform instruction. Guest lecturing is not permissible without an instructor monitor.

4.4.3. Flight or block commanders and chiefs are tasked with determining if individuals are capable of instructing individual academic lessons. **(T-2)** Certification requirements are IAW AETCI 36-2204.

4.4.4. If there are no tests associated with the block or flight an instructor is assigned or teaches in, then only master question file (MQF) requirements apply (if applicable for BMC requirements).

4.4.5. Academic Letter of Xs:

4.4.5.1. **(N/A for 173 OSS/C2)** Flight or block commanders will maintain an Academic Letter of Certification (Letter of Xs) for all squadron personnel and personnel attached to the squadron. **(T-3)** Update the Letter of Xs monthly and send to DOT. **(T-3)** The Letter of Xs may be maintained and updated on paper or electronically. Monthly, the squadron CC reviews the Letter of Xs and certifies the review by signing the paper copy. **(T-3)** For electronically maintained Letter of Xs, the squadron CC may sign a memorandum indicating the monthly review has been accomplished. A master paper copy (or master electronic copy) will be accessible at the squadron operation's scheduling office or duty desk, and will always take precedence over any other copies. **(T-3)** The squadron CCs may make pen and ink changes to the master paper copy to preclude printing out a new Letter of X's or memorandum indicating review. This authority may be delegated no lower than the squadron operations officer (SQ/DO).

4.4.5.2. At a minimum, annotate the following information in the academic Letter of Xs **(T-3)**:

.4.5.2.1. Date of last academic platform qualification (AETC Form 281).

4.4.5.2.2. Date of last academic testing.

4.5. Completion of BMIT Track 2, 3, 4, or 5. Upon completion of BMIT Track 2, 3, 4, or 5, individuals will receive an evaluation representative of their instructor duties by CCV to qualify them as a Positional Instructor (PI). **(T-2)** The evaluation will assess their judgment, technical knowledge, instructor ability (including error analysis of student activity), and use of grading documents as well as proficiency in their specialty (AWO, WD, WT, etc.). **(T-2)** The evaluation will be conducted on an actual instructional mission whenever possible. Criteria for PI evaluations are defined in AETCI 13-101, Volume 2.

4.5.1. PIs will also be certified as academic platform instructors except those exempted in paragraph 4.4.2. **(T-2)**

4.5.2. Positional Letter of Xs:

4.5.2.1. Squadron CCV or DOT will maintain a Positional Letter of Xs (Qualification and Certification) for all squadron personnel and personnel attached to the squadron. **(T-3)** The Letter of Xs may be maintained and updated on paper or electronically. Monthly, the squadron CC reviews the Letter of Xs and certifies the review by signing the paper copy, this is considered the master copy. **(T-3)** For electronically maintained Letter of Xs, the squadron CC may sign a memorandum or indicate on the electronic letter of Xs indicating the monthly review has been accomplished, the electronic copy that has been reviewed by the CC is considered the master electronic copy. A master paper copy or master electronic copy will be accessible at the squadron operation's scheduling office or duty desk and will always take precedence over any other copies. **(T-3)** The squadron CC may make pen-and-ink changes to the master paper copy to preclude printing out a new Letter of Xs or memorandum indicating review. This authority may be delegated no lower than the squadron operations officer (SQ/DO).

4.5.2.2. At a minimum, annotate the following information in the Positional Letter of Xs **(T-3)**:

4.5.2.2.1. BMC status.

4.5.2.2.2. Instructor qualification or certification.

4.5.2.2.3. Evaluator certification.

4.5.2.2.4. Unit unique positional certifications.

4.6. Instructor Currency.

4.6.1. There are no PI lookback requirements.

4.6.2. Academic instructor currency is IAW AETCI 36-2604.

4.7. Instructor Removal. Personnel removed as instructors for any reason are not automatically reinstated. The COT records any loss of instructor status and subsequent requalification or recertification on AF Form 4141. **(T-3)**

4.7.1. Failure of any portion of an instructor academic evaluation results in loss of AI status until remedial training or recertification in the academic area of failure.

4.7.2. Failure of an academic evaluation (block test) or AETC Form 281 evaluation does not affect mission qualification or PI qualification status.

4.7.3. Flight or block commanders and chiefs will identify remedial training for failure of an academic test or academic platform evaluation. **(T-2)** Training period will be a minimum of a 24- hour period and a maximum of 30 days. **(T-2)** Upon completion of remedial training, administer the applicable RECHECK within 30 days. **(T-2)**

4.7.4. Failure of a PI evaluation results in loss of instructor status to include AI until remedial training and RECHECK.

4.7.5. Area of failure in the PI evaluation determines whether or not an individual loses their mission qualification, for example, failure of a safety item or a technical item of magnitude results in loss of mission qualification. However, if the failure was due to poor instructor ability but had nothing to do with technical or safety performance, then there is no loss of mission qualification. CCV will make the determination.

4.7.6. Failure of a mission qualification evaluation not only results in UQ status but also results in loss of PI status. Squadron DOs will determine whether academic platform instructor qualification is affected. **(T-3)** Upon successful completion of remedial training or RECHECK and return to BMC, the squadron DO will determine whether or not to reinstate instructor status, or if additional training or RECHECK for instructor capabilities is required. **(T-3)**

Chapter 5

CERTIFICATIONS

5.1. General. A certification is the designation by the organization commander of an individual as having completed required training and being capable of performing in a role, mission, job etc., for which a qualification training program does not exist. A certification may be associated with either a HHQ-recognized position or a squadron-unique position.

5.2. Aerial Refueling Certifications.

5.2.1. AR (live) is a certification according to a unit developed training plan and documented on AF Form 4141. **(T-3)** Live A/R certifications require associated live or NTC/FMT/DMO currencies and are subject to recurring Stan/Eval evaluations.

5.3. Hardware/Software Control System Upgrade Certifications.

5.3.1. On occasion the hardware or software for a control system will be upgraded in a manner that will require difference training. This training can be documented on AF Form 797, AF Form 1098 and/or AETC Form 87.

5.4. Squadron-Unique Certifications. All other certifications are associated with squadron-unique requirements. These certifications occur when the squadron commander deems positions other than BMC or instructor qualified as necessary for the unit's battle management training mission.

5.4.1. These certifications do not require a formal HHQ syllabus. Squadrons will use either a local training plan or syllabus approved by the squadron commander. **(T-3)**

5.4.2. Squadron commanders determine if evaluations are required. Certification status may be given by formal appointment in lieu of an evaluation. Evaluations, if used, are not given by Stan/Eval.

5.4.3. AF Form 8 is not required. Units may use AF Form 1381, *USAF Certification of Air Crew Training*; AETC Form 281; AETC Form 87, *Training Certification*; or locally approved forms and memorandums to document certification status. (AF FORM 1381 is prescribed in AFI 11-202, Volume 2. Refer to that publication for guidance on filling out the form.)

5.4.4. There is no requirement for recurring evaluations.

5.4.5. There are no lookback requirements.

5.4.6. Certification status will be annotated on Letter of Xs.

5.4.7. Management oversight of squadron certification programs is at the discretion of the squadron commander.

5.5. Non-progression in a Certification Program. Notify the squadron DO of individuals who cannot perform or meet the unit training mission requirements. **(T-2)** These individuals will be referred to the squadron commander for administrative action according to AFI 36-2101 when substandard performance indicates the individual is unable to perform tasks associated with his or her skill level. **(T-2)**

Chapter 6

TRAINING DOCUMENTATION

6.1. Introduction. Documentation of academic and positional training accomplishments provides a current record of an individual's training during the past 3 months, the past year, and during his/her career. This information is vital for an accurate assessment of the individual's 3-month lookback, annual TRs, as well as overall experience level.

6.2. Training Records Maintenance. Unit COTs will maintain training records for all assigned or attached personnel. **(T-2)** The appropriate training division maintains training records for MAJCOM personnel. **(T-2)** If due to CCAF requirements, documentation is kept in the faculty development folder instead of the training folder, indicate with an MFR. **(T-2)**

6.3. Forms. This instruction directs the use of AF Form 4141 and AF Form 4142. This instruction refers to AF Form 8, and AETC Form 281. It prescribes AETC Form 87 which may be used to document squadron certifications.

6.3.1. AF Form 4141:

6.3.1.1. The COT maintains an AF Form 4141 on all personnel entered into training. **(T-2)**

6.3.1.2. Completed forms are maintained according to paragraph 6.6. **(T-2)**

6.3.2. AF Form 4142:

6.3.2.1. The COT maintains an AF Form 4142 for assigned or attached personnel possessing AFSCs 13BXX or 1C5X1. **(T-2)**

6.3.2.2. Completed forms are maintained according to paragraph 6.6.2. **(T-2)**

6.3.2.3. A separate AF Form 4142 must be maintained for each position that has different currency requirements. **(T-2)**

6.3.3. AF Form 8. This form will be used during the positional evaluation. **(T-2)**When complete, place the AF Form 8 in section II of the individual's permanent evaluation folder. **(T-3)** The COT annotates AF Form 4141. **(T-3)**

6.3.4. AETC Form 281**.** This form is used during the academic platform qualification. When complete, place the AETC Form 281 in the individual's training folder (or faculty development folder). **(T-2)** The COT annotates AF Form 4141. **(T-3)**

6.3.5. AETC Form 87, AF Form 797, and AF Form 1098**.** These forms may be used during squadron certifications or for certification on software/hardware changes to the control system. When complete, place the form in the individual's training folder. **(T-3)** The COT annotates AF Form 4141. **(T-3)**

6.4. Permanent Training Record. Units will maintain separate training and evaluation folders. **(T-2)** For training records, the COT uses individual six-part folders, and identifies each folder by typing the individual's last name, first name, and middle initial in capital letters on a standard size folder label. **(T-3)** Affix this label to the folder's tab. **(T-3)** The training officer may pencil in additional information on the label (for example, rank, crew, director designator). Do not file tests or test answer sheets in this folder. Current AF Form 4141 or AF Form 4142 may be kept

electronically or in a separate binder for ease of record keeping. Organize the permanent training record as follows **(T-3)**:

6.4.1. Data. This section contains the current copy of AF Form 4141 and AF Form 4142. COTs place the AF Form 4141 on the left side and AF Form 4142 on the right side of Section I. If electronic, a memorandum will identify the location of the data.

6.4.2. Personal History. This section contains any other supporting records and documents pertaining to qualification and certification (other than AF Form 4143, AF Form 8, and AETC Form 281) or proficiency, to include waivers.

6.4.3. Qualification and Medical Waivers. This section includes a current copy of the annual AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty,* for AFSCs 13BXD and 1C5X1(D), or GS personnel (as applicable). Also keep an AF Form 1042 placing a live-qualified individual on DNIC status during the DNIC period. When applicable, place AF Form 702, *Individual Physiological Training Record*, behind the current AF Form 1042. In addition, file medical profiles that affect operational status in this section. Do not maintain sensitive medical history or other records of a personal medical nature in this file. If medical documentation is sensitive, place a memorandum for record, signed by the squadron DO in this section. This memorandum states the individual is removed from training and includes dates, if available. After an individual is placed on DNIC status, DOT will keep the AF Form 1042 during the DNIC period and file it in the transitory files. (AF FORM 1042 is prescribed in AFI 48-123. AF Form 702 is prescribed in AFI 11-403, *Aerospace Physiological Training Program*. Refer to those publications for guidance on filling out the forms.)

6.4.4. Training History. This section includes certificates from AETC courses, MAJCOM formal courses, and any formal battle management training. File this material chronologically with the latest date on top, and keep as a permanent part of this folder. Locally generated training records may be maintained in this section while the individual is in IQT or BMIT. This section also contains squadron DO or designated representative justifications for late entry into IQT or BMIT. System specific task/task qualification, or the computer-generated product, is maintained in this section or in a database. However, upon PCS, translate all computerized products into hardcopy if not forwarded electronically to gaining unit.

6.4.5. Experience. This section contains completed AF Form 4141, AF Form 4142, and control experience forms from other commands. COTs file these forms chronologically with the latest date on top as a permanent part of the training folder. This section will not include previous AF Forms 4143 or AF Forms 8. Maintain these forms in a separate evaluation folder.

6.4.6. AF Forms 4141 and 4142. The information required by AF Form 4141 and AF Form 4142 may be maintained in an electronic version (instead of hardcopy). If the electronic version is used, the COT must ensure a backup method is in place to obtain the data in the event the computer fails. NOTE: Referencing electronic products upon PCS: An entry must be made stating "Electronic Form - All information is certified to be valid" and must be signed by the COT. No record of authentication is required for line entries (Block H) made on AF Form 4141 if the electronic version is used. Also, electronic products must have all required entries.

6.5. Transfer of Records. Upon reassignment (PCS or PCA only), units will either forward electronically, or an individual will hand-carry the permanent records to the gaining unit. **(T-2)**

6.6. Documentation. Training is documented on seven forms (as applicable): AF Form 4141, AF Form 4142, AF Form 8, AETC Form 281, AETC Form 87, AF Form 797, and AF Form 1098.

6.6.1. AF Form 4141. Use this form to record significant occurrences during an individual's training. **(T-3)** The most current AF Form 4141 will be placed on top previous records. **(T-3)** The COT will record the following events **(T-3)**:

6.6.1.1. The review of a newly arriving individual's training records.

6.6.1.2. Completion date and test scores when an individual has completed a transfer of training status from another unit.

6.6.1.3. Removal from unit training for purposes of formal school attendance.

6.6.1.4. Certification that a trainee has entered or completed IQT.

6.6.1.5. Completion of any track of BMIT.

6.6.1.6. Entrance into CT-BMC.

6.6.1.7. Identification of the primary duty position of multiqualified personnel (squadron DO designated).

6.6.1.8. The appointment of an individual as an instructor.

6.6.1.9. Evaluations—positional and academic.

6.6.1.10. Regression to N-BMC status and return to BMC status.

6.6.1.11. Grants of additional time by the commander for an individual to meet 3-month lookback requirements.

6.6.1.12. Proration requirements and certification by the DO.

6.6.1.13. Instructions for completing AF Form 4141. (See Table 6.1.)

Table 6.1. Instructions for Completing AF Form 4141.

	Column	Entry	Notes
1	A	Date	1
2	B	Entries in this column will include (but not restricted to the following examples):	2
		Signed into unit.	
		Individual records review.	
		Entered IQT – position.	
		Entered extended IQT training.	
		Entered MAJCOM approved extended IQT.	
		Removed from IQT- position training.	
		Completed IQT - position; released to CCV.	
		Mission qualification evaluation – written.	
		Initial evaluation – position.	1
		Entered CT BMC – position.	
		Entered BMIT Track 1.	
		Received academic platform qualification evaluation.	
		Entered extended BMIT training.	
		Entered MAJCOM approved extended BMIT training.	
		Completed BMIT; released to CCV.	
		Downgraded to UQ – position.	
		Appointed/withdrawn position instructor due to UQ.	
		TDY, location reason.	3
		Live exercise participation by name.	
		DNIC Non-medical.	
		Evaluation.	4,5
		Position - qualification withdrawn.	
		Primary duty position – position.	
		Received SEE objectivity evaluation.	
		Secondary duty position-Positions.	
		CMR/BMC Inexperienced/Experienced.	
		1 Month Lookback extension by CC.	
		Results of all written examinations.	4
3	C	Date the examination was administered.	4
4	D	Positional evaluation results (EQ, Q, and UQ).	4
5	E	Date the evaluation was administered.	4
6	F	Required Entries:	5
7	G	Last name and grade of evaluator (for all evaluations).	
		Signature of CC, DO, and COT as appropriate.	
		Signature of COT certifying completion of IQT and MQT	
		Signature of COT when closing out the record for PCS or when a record is re-accomplished.	
		Signature of CC or designated representative, for appointments of evaluators or instructors, and withdrawing evaluator or any other amplifying information.	
		Signature of CC or designated representative, for appointments of evaluators or instructors, and withdrawing evaluator or any other amplifying information. instructor appointments.	

6.6.2. AF Form 4142. Use this form to document training accomplishments. The COT records accomplishment of academic and positional TRs and instructor or Stan/Eval-monitored accomplishments. **(T-3)**

6.6.3. AF Form 8. This form will be used by Stan/Eval to record positional evaluations. Any additional training that must be completed following an evaluation will be recorded on AF Form 8. The COT will certify completion of this training on AF Form 8. **(T-3)**

6.6.4. AETC Form 281. Use this form to document academic platform instructor qualification and may be used to document squadron-unique certifications.

6.6.5. AETC Form 87. Use this form to record certification in duty positions not covered by a formal upgrade syllabus and Stan/Eval check (for example, WST/PS; does not apply to AR).

6.6.5.1. General Data Entry. Upper and lower case letters are authorized.

6.6.5.2. Date of Certification. Use the latest completion date of the evaluation requisites. This should be the dated that is entered on the AF Form 4141.

6.6.5.3. Examinee Identification. Name should be typed as Last, First, Middle Initial. Rank should be abbreviated.

6.6.5.4. Overall Certification. Grades of C1, C2, C3, or UC will be used.

6.6.5.5. Organization and Location. Enter unit designation and location where the examinee is assigned.

6.6.5.6. Duty Position. Enter the duty position for which the certification was given. Use the examinee's highest certification reflecting the intention of the evaluation (for example, PS, PST)

6.6.5.7. Expiration Date. Expiration dates are at the discretion of the squadron commander, but are normally 17 months after the date of certification.

6.6.5.8. Type of Certification. Place an "X" in the appropriate block. For initial certifications, use IC; recurring certifications use RC; re-certifications use Recertification.

6.6.5.9. Notification. Place an "X" in the appropriate block, either Prior Notice or No-Notice.

6.6.5.10. Written Certification. Certification type will be abbreviated. Grade will be expressed using a percentage (for example, 98%).

6.6.5.11. Positional Certification. Mission type will be abbreviated (for example, PS/PST).

6.6.5.12. Additional Training Due Date. If required, this date will be 30 days after the date of certification. If additional training is not required, then N/A will be placed in this block.

6.6.5.13. Date Additional Training Completed. When additional training is completed, the completion date will be handwritten in this block. If no additional training was required, N/A will be typed in this block.

6.6.5.14. Restrictions. If additional training was required, the following type of statement will be entered under restrictions, "*Examinee must be supervised by an instructor while*

performing duties as a Weapons Simulation Technician until DOT certifies additional training is complete."

6.6.5.15. Certifying Official. The certifying official will be the individual who completed the certification.

6.6.5.16. Reviewing Officer. Reviewing officer will normally be the DO, or their representative.

6.6.5.17. Final Approving Officer. The final approving officer will normally be the commander or their representative.

6.6.5.18. Organization. Enter each member's abbreviated squadron and office symbol.

6.6.5.19. Concur, Nonconcur, and Remarks. Certifying officials will always place an "X" in the remarks column. Reviewing officer and final approving officer can either concur or nonconcur at their discretion.

6.6.5.20. Signature. Signatures will be written in blue or black ink and, will correspond to the typed name on the same line.

6.6.5.21. Date. Individual reviews will annotate at signature.

6.6.5.22. Remarks. Remarks will be separated into six areas:

6.6.5.22.1. Mission Description. Will consist of a brief description of the mission and any other factors that impacted execution.

6.6.5.22.2. Discrepancies. Will consist of the area in which the discrepancy was noted and a description. If no discrepancies were noted, then "None" should be typed.

6.6.5.22.3. Recommended Additional Training/Corrective Action. Will consist of recommended training, if required, to fix deficiencies noted in the discrepancies section.

6.6.5.22.4. Additional Comments. Will consist of any other pertinent information that is related to the certification.

6.6.5.22.5. Reviewing Officer's Comments. An area of at least five lines should be available for the reviewing officer to add their comments either typed or handwritten in blue or black ink.

6.6.5.22.6. Final Approving Official. An area of at least five lines should be available for the final approving officer to add their comments either typed or handwritten in blue or black ink.

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-1, *Command and Control Enterprise,* 6 Aug 2012

AFI 13-1CRC Volume 1, *Control and Reporting Center (CRC)—Training,* 29 Oct 2009

AFI 13-1STAN-EVALV2, *Ground Command and Control Systems Standardization/Evaluation Program--Organization and Administration ,* 11 Dec 2009

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program,* 13 Sep 2010

AFI 11-214, *Air Operations Rules and Procedures*, and its AETC supplement, 14 Aug 2012

AFI 11-215, *USAF Flight Manuals Program (FMP)*, and its AETC supplement, 22 Dec 2008

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges,* 13 Dec 2010

AFI 11-403, *Aerospace Physiological Training Program,* 30 Nov 2012

AFMAN 33-363, *Management of Records,* 01 Mar 2008

AFI 33-360, *Publications and Forms Management,* 25 Sep 2013

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted),* 25 Jun 2013

AFI 48-123, *Medical Examination and Standards,* 5 Nov 2013

AFI 11-214/AETC Sup 1, *Air Operations Rules and Procedures,* 24 Feb 2014

AFI 11-215/AETC Sup 1, *USAF Flight Manuals Program (FMP),* 22 Aug 2011

AFI 11-290, *Cockpit/Crew Resource Management Training Program,* May 2014

AETCI 13-101 Volume 2, *Battle Management Standardization and Evaluation Program,* 2014

AETCI 36-2202, *Faculty Development and Master Instructor Programs,* 23 May 2012

AETCI 36-2604, *Flying Training Instructor Programs,* 9 Oct 2013

AETCI 36-2205 Volume 1, *Formal Flying Training Administration and Management,* 7 Nov 2013

AETCI 36-2205, Volume 9, *Formal Flying Training Administration and Management—Battle Management Training,* 23 Feb 2010

NATO Allied Tactical Pamphlet (ATP-56), *Air to Air Refueling* (AAR)

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF FORM 702, *Individual Physiological Training Record*

AF FORM 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF FORM 1042, *Medical Recommendation for Flying or Special Operational Duty*

AF FORM 1098, *Special Task Certification and Recurring Training*

AF FORM 1381, *USAF Certification of Air Crew Training*

AF FORM 4141, *Individual's Record of Duties and Experience Ground Environment Personnel*

AF FORM 4142, *Individual Annual Training Record*

AETC Form 281, *Instructor Evaluation Checklist*

AETC Form 620, *Academic Instructor Monitoring Checklist*

Abbreviations and Acronyms

ABM—Air Battle Manager

AETC—Air Education and Training Command

AFI—Air Force instruction

AFSC—Air Force Specialty Code

AI—Academic Instructor

ANG—Air National Guard

AR—Aerial Refueling

AWACS—Airborne Warning and Control System

BCC—Battle Control Center

BMC—Basic Mission Capable

BMIT—Battle Management Instructor Training

BQ—Basic Qualified

CCAF—Community College of the Air Force

CMR—Combat Mission Ready

COT—Chief of Training

CRM—Cockpit/Crew Resource Management

CT—Continuation Training

DMO—Distributed Mission Operations

DNIC—Duty Not Involving Controlling

DNIF—Duty Not Including Flying

DO—Director of Operations (Operations Officer)

EF—Evaluation Folder

EPT—Electronic Protection Technician

FMT—Full Mission Trainer

HHQ—Higher Headquarters

ICT—Interface Control Technician

INIT QUAL—Initial Qualification

IQT—Initial Qualification Training

JABM—Junior Air Battle Manager

JWD—Junior Weapons Director

MAJCOM—Major Command

MCS—Modular Control System

MFR—Memorandum for Record

MQF—Master Question File

MQT—Mission Qualification Training

N/A—Not Applicable

N- BMC—Nonbasic Mission Capable

NLT—Not Later Than

NTC—Network Training Center

OG—Operations Group

OPR—Office of Primary Responsibility

OTS—Operations Training Superintendent

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PI—Positional Instructor

PS—Pilot Simulator

Q—Qualified

SD—Senior Director

SEE—Standardization/Evaluation Examiner

SME—Subject Matter Experts

ST—Surveillance Technician

Stan/Eval——Standardization/Evaluation

TD—Training Development

TDR—Training Deficiency Reports

TDY—Temporary Duty

TR—Training Requirements

UQ—Unqualified

UTA—Unit Training Assembly

WD—Weapons Director

WST—Weapons Simulation Technician

WT—Weapons Technician

Terms

Academic Training—Training that results from self-study, group study, or classroom instruction.

Academic Evaluation—Those written evaluations required for satisfactory completion of the qualification evaluation. As a minimum, this will include a written examination drawn from the MAJCOM-approved MQF.

Additional Extended Training Period—Training period for individuals who fail to progress after one extended training period.

Additional Training—This includes any training or action recommended by a Standardization/Evaluation examiner (SEE) that must be completed following an evaluation. Document completion on AF Form 8. The COT, with the concurrence of the DO, determines TRs to correct deficiencies identified by Stan/Eval. Accomplish this training within 30 days (2 UTAs).

Annual/Calendar Year—A period starting 1 October and continuing through 30 September.

Attached Personnel—This includes anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM and OG personnel are an example of attached personnel.

Basic Mission Capable (BMC)—For AETC battle management units, the status of an individual who is assigned to a unit which does not have a primary combat mission, but has successfully completed IQT, passed an initial qualification evaluation, completed BMIT, and is complying with CT requirements for a designated duty position. This individual would require mission qualification training (MQT) training and may require some part of IQT by a combat ready unit before entry into combat.

Basic Qualified (BQ)—A crew member who has satisfactorily completed IQT and is qualified to perform crew duties within the unit. The member must perform at the minimum frequency necessary to meet lookback/currency.

Certification—Designation of an individual by the organization commander as having completed required training and being capable of performing in a role, mission, job, etc., for which no qualification training program exists. Certifications associated with squadron-unique positions have no HHQ formal training program or syllabus.

Certifying Official—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Combat Mission Ready (CMR)—The status of an individual who successfully completes IQT and MQT, passes initial and mission qualification evaluations, complies with CT requirements, and is assigned to a unit with a primary combat mission.

Continuation Training (CT)—Academic and positional training required to maintain CMR or BMC qualification.

Critical Tasks—These are tasks where strict adherence to procedures and directives is mandatory; failure to satisfactorily accomplish this task directly impacts either overall mission success or flight safety.

Currency—Currency is compliance with CT requirements and positional proficiency required by this directive.

Downgrade—The downgrading of an individual from BMC to UQ status due to failure of any positional evaluation, failure to complete a recurring evaluation by the scheduled date, failure to meet annual TRs, or the unit commander determines the individual to be nonproficient.

Eligibility Period—The 3-month period prior to expiration date of the evaluation during which an individual must complete all written and positional requirements for the recurring qualification evaluation.

Evaluation—Verbal, written, and positional methods used to determine individual proficiency to include positional evaluations and written evaluations as prescribed by governing directives.

Evaluation Folder (EF)—The EF contains the basic documents that show the history of an individual's positional qualification. Only one EF will be developed and maintained for an individual.

Experienced—An experienced individual who has been formally awarded a 13B3/4X, 1C5X1D AFSC, has one year in the AFSC after award, has performed as a CMR or BMC weapons position for a minimum of 6 months, or has at least 40 generic live missions while performing in a CMR or BMC status. Generic missions are all CMR or BMC missions accomplished during a career regardless of system. **Note:** Instructors may credit one mission for every two live student missions for which they were primary instructor.

Extended Training Period—Training period designed for individuals who fail to progress into the next phase of training.

Informal Visit—This is an announced visit by HHQ SEEs to subordinate units for proficiency training or for orientation.

Initial Qualification Evaluation (INIT QUAL)—The first evaluation given to determine an individual's BMC qualification status. It will consist of a positional evaluation and a written examination.

Initial Qualification Training (IQT)—Academic and positional training required to attain BMC status.

Instructor—A qualified or certified individual authorized to instruct other individuals in operations, academics and positional duties.

Junior Air Battle Manager (JABM)—A member holding the 13B (ABM) AFSC with less than two years' time in the AFSC.

Junior Weapons Director (JWD)—A member holding the 1C5XD (WD) AFSC with less than two years' time in the AFSC.

Mission—Department of Defense definition: The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit, a task. For the purpose of this AFI, a more detailed explanation of this term applies: A mission includes briefing, controlling, and debriefing. Briefings should include training objectives. Controlling consists of taking radio and radar control of aircraft and accomplishing one or more types of mission, such as air-to-air, AR, air-to-surface, and active air defense scrambles. Debriefing should be with the pilots (and instructor where applicable). The brief and debrief may be accomplished via telephone or radio; however, face-to-face briefs provide optimum training.

Master Question File (MQF)—A headquarters-designated OPR oversees the development of this bank of questions. Stan/Eval functions use the MQF in constructing written examinations required by this instruction.

Nonbasic Mission Capable (N-BMC) (Noncurrent)—Individual is N-BMC upon loss of currency, for example, did not meet lookback, annual training requirements, or fails initial written examination during recurring evaluation.

No-notice Evaluation—Give this evaluation at such time preparation beyond that normally accomplished for the mission is not possible. These evaluations may be complete qualification evaluations, a written examination only, or a positional evaluation covering only selected areas.

Positional Evaluation—This is the portion of a qualification evaluation that covers on-position duties, actions, and responsibilities. This includes knowledge of console operations and unit equipment capabilities and limitations.

Positional Training—Hands-on training resulting from performance of duties in assigned positions.

Prorating—This is the process of determining the TRs proportionately. This process is used when personnel are TDY, medically disqualified or DNIC, or on emergency leave for more than 30 days.

Qualification Evaluation—Conduct this written and (or) positional evaluation to check an individual's proficiency in performing operations duties or to let an examinee demonstrate to the SEE his or her academic knowledge and ability to do assigned crewmember functions safely and effectively. Types of qualification evaluations are INIT QUAL, recurring, RECHECK and spot. Document qualification evaluations on AF Form 8.

Recurring Qualification Evaluation—This is an academic and positional evaluation required for an individual to maintain BMC status.

RECHECK—A prior notice qualification evaluation given to an individual who has been regressed to UQ status.

Reexamination—A reaccomplishment of a required written examination following a failure.

Regression—A regression of an individual from BMC to N-BMC.

Remedial Training—Training for individuals who fail a spot or recurring evaluation or do not complete CT requirements. Once qualified, all personnel should meet all TRs or otherwise be downgraded from BMC status to UQ.

Spot Evaluation—An evaluation normally outside the eligibility period to ensure correction of identified discrepancies or to spot check an individual's proficiency. A spot evaluation is normally limited in scope. It may be either a positional evaluation and (or) a written examination. These evaluations may be either no-notice or with prior coordination. An evaluation begun as a spot evaluation may become (and be documented as) a recurring evaluation if all recurring evaluation requirements are completed during the spot evaluation. Do not add on missions to complete the requirements for a periodic evaluation unless the group or squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. **Note:** When the flight examiner administering a spot evaluation is not qualified in the mission design series and crew position of the examinee, the evaluation will not be credited toward a periodic evaluation.

Stan/Eval Examiner (SEE)—A SEE is an operations crewmember who has completed an objectivity evaluation and is designated to perform evaluation duties as specified by this instruction. SEEs must be current and qualified in the position they are evaluating.

Stan/Eval Objectivity Evaluation—A HHQ SEE or the OG chief of Stan/Eval (or his or her designated representative) gives this evaluation to unit SEEs to determine their ability to perform SEE duties. Document qualification as a SEE on AF Form 8, and designate the individual by letter upon completion of this evaluation.

Stan/Eval Special Interest Item—This is an operational area of concern designated by headquarters staff for evaluation during formal Stan/Eval visits.

Time Periods—The following definitions are provided for interpretation of timing requirements specified in this instruction:

Day—Unless otherwise specified, day means calendar days. When work days are specified, only count duty days. Do not count scheduled unit down days against this time limit.

Month—The term month means calendar months, not 30-day periods.

Training Period—A specific amount of time to accomplish a prescribed phase of training.

Unit Training Assembly (UTA)—For the purpose of this instruction, a UTA is considered to be the two-day period per month that ANG operations personnel spend on duty. The acronym UTA equals one full ANG drill weekend. When computing due dates, the UTA weekend on which an event initially takes place does not count. For example, a reference allows two UTAs for completion of an event. The original decision or event occurs during the drill weekend in March. The unit or individual would have until the end of the drill weekend in May to complete the action or response. The use of weekday and evening training periods will not shorten this time period.

Unit—For the purposes of this instruction, a unit is defined as a squadron required to establish its own Stan/Eval program.

Unqualified—The status of an individual who: has not entered or completed IQT training requirements and has not successfully passed an INIT QUAL for BMC status; or has twice failed the academic portion of an evaluation; or has failed a recurring or spot positional evaluation or has failed a reexamination; or has failed to meet TRs; or has been downgraded at the direction of the commander or DO due to failure to complete a recurring qualification evaluation.